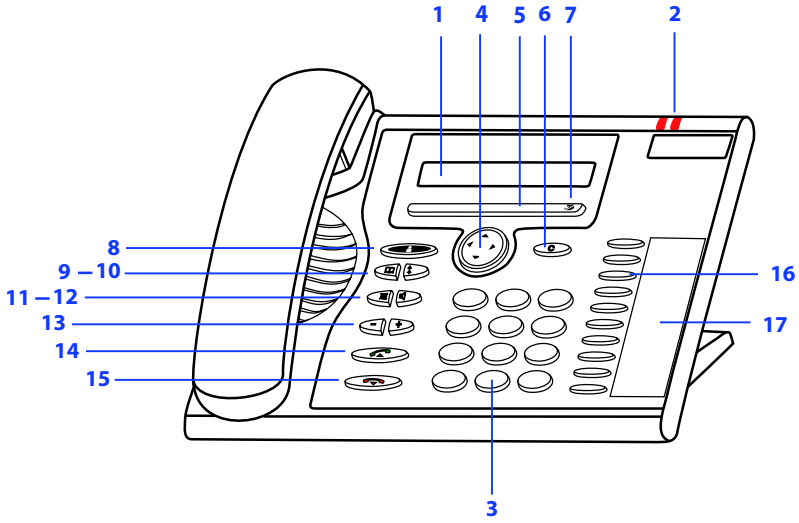
Aastra Communications Systems

A150
A300
2025
2045
2065

Office 60 / Office 60IP

User's Guide

AASTRA



Operating elements

1 **Display**
Status display with symbols, current displays on telephone traffic, displays the available Foxkey functions.

2 **Indicator LED**
- Left LED flashes: Call.
- Right LED flashes: Voice Mail, message, or callback.

3 **Key block**
Enters digits or letters.

4 **Navigation key**
- Upward: *Resetting activated features*.
- To the right: *Opens the menu*.
- Downward: *Opens settings*.
- Scrolls forwards/backwards in the menu, navigates lists.

5 **Foxkey**
Executes displayed function using the key.

6 **Correction key**
Deletes the last character or goes back one step in the menu.

7 **Foxmenu**
Opens the menu or calls up other Foxkey functions.

eud-0840/2.0 — I7.6 — 08.2007

8 **Absence key with LED**
Preconfigured as call forwarding. The Absence key can be configured as a function key or digit key.

9 **Phone book key**
Opens phone books.

10 **Redialkey**
Selects the phone numbers last dialled.

11 **Microphone key**
Switches handset microphone off/on.

12 **Loudspeaker key**
Open listening mode on/off.

13 **Volume/cursor keys**
Adjustsvolume.

14 **Call key**
Set up / answer a call.

15 **End key**
- Ends a call.
- Exits input without saving and goes back to the idle state.

16 **Configurable Keys**
Freely configurable as a number or function key:
- Number key with 2 storage locations: (1. Phone number: press once, 2nd phone number: Press twice).
- Function key: Activate / Deactivate function.

Configure key: press and hold down.

17 **Write-on labels**
Write-on labels for the configurable keys can be found on the internet at http://www.aastra.com/docfinder as an electronic document. You can fill out the fields directly on your PC and then print out the labels.

Display symbols

More text information available

Other menu entries available

Text mode activated

Entries on the call list

Microphone deactivated

Forwarding activated

Foxmenu: Access to the menu or the available Foxkey functions

Loudspeaker activated

Function activated

Search mode

Activate discreet ringing

New text messages

New Voice Mail

Safety Information

Failure to observe this information can be hazardous and infringe existing laws.

Connections
Always plug the phone cable connectors into the appropriate sockets. Do not modify the connections in any way.

Maintenance
Use original accessories only. Make sure all installation and repair work is carried out by a specially qualified technician.
Always use a soft, moistened, or antistatic cloth to clean your phone. Do not use chemicals or other chemical products.

Environmental influences
Do not operate the phone outside the temperature range of +5 °C to approx. +40 °C.
Avoid direct sunlight and other sources of heat.
Protect your phone against the wet, excessive dust, corrosive liquids and steam.
Do not expose your phone to electromagnetic fields (electric motors, household appliances). The speech quality could be affected. To prevent interference, avoid placing your handset in the immediate vicinity of computers, radios, TV sets, VCRs, and other telephone sets.

Disposal
Be sure to dispose of your phone and its packaging in an environmentally compatible way; alternatively send it back to your supplier or servicing agent.

User information

Your terminal has been supplied with a Quick User's Guide, safety information and, where applicable, with other terminal-specific information. You can also download these documents as a complete User's Guide from www.aastra.ch/docfinder. More information on your terminal can be found at http://www.aastra.com or in the documentation or your dealer's homepage. It is your responsibility to inform yourself about the scope of functions, operation and proper use of your equipment.

- Check whether you have all the user information available on your terminal, whether it conforms to your terminal's version and whether it is up to date.
- Read through the user information carefully before putting your terminal into operation.
- Store the user information within easy reach and refer to it whenever uncertainties arise in connection with the use of the terminal.
- When handing over your terminal to others, make sure you enclose the relevant user information.

eud-0840/2.0 — I7.6 — 08.2007

Intended Purpose

This phone is part of the Ascotel® IntelliGate® communication system and is intended to be operated on that system.

Ascotel® IntelliGate® is an open, modular and comprehensive communication system that comprises the IP-PBX (referred to in the end-user information as “the system”), a vast number of expansion cards and modules, and a complete series of system terminals including IP system terminals. The system and all its component parts were designed to cover in full all the telecommunication requirements of companies and organisations with a single user-friendly solution. The individual components of the overall system are fully compatible and must not be used for other purposes or replaced by third-party components (except when connecting other authorized networks, applications and terminals to the interfaces provided specifically for that purpose).

Some systems or system versions do not support all the features. The corresponding text sections are identified by a letter inside square brackets. The Chapter "System and software-related functions", page 60 indicates which system versions support the relevant features.

Document information

- Document number: eud-0840
- Document version: 2.0
- Valid for systems upwards: I7.6
- © 08.2007

Dialling and Phoning 8
You Receive a Call 9
You Want to Make a Call 10

Using the Display and Operating Elements 12
Display 13
Keys 13
Input 14
Menu-Guided Navigation 16
Signals 17

Supplementary features 18
Making and answering calls 19
Using functions while in a call 28
Organising absences from the desk 30
Functions for special situations 36
Setting functions by remote control 44

Personalizing Your Phone 45
Display 46
Setting the Ringing Properties (Audio) 46
General settings 48
Protection 50
Phone Book Management 51
Configuring Voice Mail 53
Configuring Keys 54
Formulating Functions 56
Local settings (Office 60IP) 57

Further information 58
Troubleshooting 59
Declaration Open Source Software (Office 60IP) 59
System and software-related functions 60
Liability 60

Installation and First-Time Operation 61
Equipment provided 62
Options 62
Setting up and mounting the phone 63
Connecting the Office 60 65
Connecting the Office 60IP 66

eud-0840/2.0 — I7.6 — 08.2007

Dialling and Phoning

The following sections explain how to make phone calls simply and the functions your phone offers you whenever you receive a call.

You Receive a Call *9*

You Want to Make a Call *10*

You Receive a Call

This section explains the procedure for answering a call.

Answering a Call

Your phone is ringing and the indicator LED is flashing. To answer the call, proceed as follows:

Pick up the handset.

Note:
If the caller's phone number is received, it is shown on the display. If the phone number is stored in the private phone book or in the system, the display also shows the corresponding name.

Ending a Call

You want to end the call.

After the call the call duration is indicated. Call charges are also displayed after any external call which you initiated, provided your provider supports this function.

Put the handset on-hook.

You Want to Make a Call

This section explains the different ways you can make a call with your phone.

Dialling with the Phone Number

You want to call someone and key in that person's phone number.

With call preparation you can enter a phone number without it being dialled automatically, so you have time to check the number and, if necessary, correct it. The number is not dialled until you go off-hook, for example by picking up the handset.

Enter a phone number in call preparation.

Note:
You can use the Correction key to delete any incorrect character.

Pick up the handset.
→ The person is called.

Or:
Press the Call key or the Foxmenu > Foxkey *Call*.
→ The person is called.

Dialling with Redial

You want to call a person you have already called.

In the last-number redial list your phone automatically stores the phone numbers of the persons you have already called, complete with their names, where available. You can now call the person in question using this last-number redial list.

Press the Redial key.
→ The first phone number on the last-number redial list is displayed.

Press the Redial key several times or press the down navigation key to scroll through all the phone numbers you last dialled.

Pick up the handset.
→ The phone number displayed is dialled.

eud-0840/2.0 — I7.6 — 08.2007

Using Your Phone in Open Listening Mode

You want other people in the room to be able to listen in to the call.

The open listening function lets you activate the loudspeaker in addition to the handset.

During a call:
Press the Loudspeaker key.
→ Open listening is now activated, is displayed.

Note:
You can continue with the call as usual using the handset.

Deactivating open listening:
Press the Loudspeaker key a second time.
→ Open listening is now deactivated.

Note:
To end a call in open listening mode, you need to press the Loudspeakerkey and hang up the phone.

Muting the Microphone

In the middle of a call you want to talk briefly with other persons in the room without your call partner hearing your conversation.

You can switch the microphone on and off during a call.

Switching the microphone off:
Press Microphone key.
→ The microphone is now deactivated, is displayed.

Switching the microphone back on:
Press the Microphone key once again.

Using the Display and Operating Elements

The following sections explain how to operate your phone quickly and simply.

Display *13*

Keys *13*

Input *14*

Menu-Guided Navigation *16*

Signals *17*

Display

■ Display symbols and display text

New events such as a call in your absence, a new message or activated functions (e.g. Forwarding) are signalled on the display in the idle state by a symbol or a display text. You can then use the relevant Foxkey to call up the information.

You have access to the menu or the Foxkey functions available in each case.

To see the rest of the text:
Press the horizontal navigation key.

End

Deleting the display text:
Foxmenu > Press the *End* Foxkey.
→ The display returns to the idle state; the function remains activated.

Function activated:
The activated function or selected setting is indicated by a check mark.

Keys

■ Pressing a Key

A key may have various functions depending on the situation and the operating mode. The function activated depends on the number of times the key is pressed or whether it is pressed quickly or held down for a moment. Here are some examples:

Press the Foxkey.

<long>

Keep the Foxkey held down for a moment (about 2 seconds).

<2x short>

Press the key twice in quick succession.

■ Using the Foxmenu key

The Foxmenu key gives you access to the menu or the Foxkey functions available in each case. Press the key directly on the Fox symbol.

Pressing the Foxmenu:
In the idle state: Opens the menu.
In the menu/during a call: Retrieves available Foxkey functions.
→ is displayed.

Using the Foxkey

The Foxkey has variable functions. These functions are displayed above the key.

Several contacts are stored under the broad Foxkey, which means you need to press the Foxkey precisely under the function you want.

Press the Foxkey under the position where the display shows the function you want.

Input

Enters digits

The digit keys are used to enter the digits 0 to 9.

Enter the letters

You can also use the digit keys to enter letters and special characters. A number of letters and special characters are assigned to each key.

To enter letters using the digit keys, you need to be in text mode. The text mode is activated automatically if the phone is expecting a text input. You can switch back and forth between number mode and letter mode during your input.

abc-->123

Switching between number mode and letter mode during your input:
Foxmenu > Press Foxkey *abc-->123* or *123-->abc*.
→ Abc is displayed.

Digit keys

The characters are assigned to the digit keys as follows. Press the relevant digit key repeatedly until the character you want is displayed.

Note:
Only capital letters for Office 60.

1	- . ? 1 ! , : ; ' " ¿ ¡
2 ABC	A B C 2 Ä Æ Å Ç a b c 2 ä æ å à ç
3 DEF	D E F 3 É d e f 3 é è ê
4 GHI	G H I 4 g h i 4 ì
5 JKL	J K L 5 j k l 5
6 MNO	M N O 6 Ñ Ö Ø m n o 6 ñ ö ø ò

eud-0840/2.0 — I7.6 — 08.2007

7 PQRS	P Q R S 7 p q r s 7 ß	8 TUV	T U V 8 Ü t u v 8 ü ù
9 WXYZ	W X Y Z 9 w x y z 9	0 +	+ 0
* @	@ * / ( ) < = > % £ $ € ¥ ª & §	# ␣	<Space> #

Switching between Upper and Lower Case

You want to switch between upper and lower case while making an input in text mode.

Upper-case input is automatically activated when the first letter is entered. The text mode then automatically switches to lower-case input. You can use the Foxkey to switch manually between upper-case and lower-case input.

Switching between upper case and lower case in text mode:
Foxmenu > Press Foxkey *a>A* or *A>a*.

Note:
Only capital letters for Office 60.

Correcting your Input

You notice you have entered a wrong digit or character. You can either delete the input one character at a time or cancel the entire input.

To delete the last character:
Press the correction key.

Note:
With the navigation key you can go straight to the character you want to delete.

End input without saving:
Press the End key.

Moving the Cursor

You want to go to a certain character for an input or correction.

With the navigation key you can move the cursor to the left or right.

Move the cursor with the horizontal navigation key.

Menu-Guided Navigation

Accessing the menu

The phone is in standby mode:

Press the Foxmenu.
→ The menu is displayed.

Menu

Press the *Menu* Foxkey.
→ The first menu entry is displayed.

Use the vertical navigation key to scroll through the menu entries.

Selecting

Press the *Select* Foxkey.
→ Accessing the displayed menu.

Navigating with the navigation key

You can retrieve a particular menu entry even more simply and efficiently using the navigation key. You can scroll vertically and horizontally through the different menu entries.

Horizontal navigation key:
Left: scrolls back through the menu.
Right: opens displayed menu, scrolls forward through the menu, retrieves detailed information.

Vertical navigation key:
Bottom: opens *Settings*, scrolls downwards in the list.
Top: opens *Activated features*, scrolls upwards in the list.

Undoing Actions

To cancel operating steps, proceed as follows.

End input without saving:
Press the End key.

Back to the idle state in the menu:
Press the End key.

Other navigation possibilities

Scrolling back through the menu:
Press the correction key.

Resetting activated features

You can deactivate again all the activated functions (e.g. Forwarding, Barring).

Menu

Press Foxmenu, then the Foxkey.

Activated features

Scroll to *Activated features* and press the *Select* Foxkey.
→ All the activated functions are now displayed.

Reset

Reset the function in question.
→ The function is now deactivated.

Signals

Indicator LED Signals

Depending on the situation the indicator LEDs either flash or remain steadily lit.

Left LED flashes:
→ Phone is ringing.

Right LED flashes:
→ New Voice Mail, message, or callback received.

Supplementary features

The following sections explain the supplementary features provided by your phone for more efficient use.

Making and answering calls 19

Using functions while in a call 28

Organising absences from the desk 30

Functions for special situations 36

Setting functions by remote control 44

Making and answering calls

This section explains some convenient features provided by your phone for making a call.

Dialling by Name - Quickdial

You want to make a call by entering a name.

With Quickdial you only need to press the digit keys for each letter once, even though each key is assigned several letters. An efficient algorithm provides quick search results.

The surname and first name have to be separated by a space (# key), for example "no s" (6 6 # 7) for Noble Stephen. Ask your system administrator whether you should start with the surname or the first name.

Requirement: The name and the corresponding call number are stored in one of the system's phone book or in an external phone directory connected to the system.

Note:
To be able to search in an external phone book using Quick Dial, you need to press the *-key or 0-key before entering the first letter.

Press each of the corresponding digit keys once for the first few letters of the name you are looking for.
→ For each letter, the display shows the corresponding digit, for example a "6" for the letter "n".

Press the phone book key.
→ The phone searches for matching names.

You may have to enter another letter before the name you want or a list of names is displayed.

Scroll through the list until the subscriber you want is displayed.

Pick up the handset.
→ The phone number displayed is dialled.

Dialling from the phone book

You want to search directly in one of the connected phone books.

The surname and first name have to be separated by a space, for example "no s" for Noble Stephen. Ask your system administrator whether you should start with the surname or the first name.

Press the phone book key.

Finding an entry

Scroll to *Search entry* and press the *Select* Foxkey.

If required, enter the first few letters of the name you are looking for (first name and surname separated by a space) until the subscriber or a list is displayed.

Notes:
- Text mode is activated automatically.
- Use the #-key to enter spaces.

Scroll through the list until the subscriber you want is displayed.

Pick up the handset.
→ The phone number displayed is dialled.

Notes:
- The search function is not affected by upper/lower case and special characters.
- If the phone is unable to find a matching name, *List empty* will appear on the display.
- To find out to create a new contact in your private phone book, refer to the Chapter "Creating a New Phone Book Entry", page 51.

Dialling from external phone books

If you select *Advanced search*, you can search directly in the connected external phone books. This function is not available if no external phone book is connected.

The surname, first name and town each have to be separated by a space, for example "no s so" for Noble Stephen in Solothurn. Ask your system administrator whether you should start with the surname or the first name.

Press the phone book key.

Advanced search

Scroll to *Advanced search* and press the *Select* Foxkey.

Enter the first few letters of the name you want (first and last name separated by a space).

Notes:
- Text mode is activated automatically.
- Use the #-key to enter spaces.

If required, enter the first few letters of the town's name (name and town name separated by a space) until the subscriber or a list is displayed.

Scroll through the list until the subscriber you want is displayed.

Pick up the handset.
→ The phone number displayed is dialled.

Notes:
- The search function is not affected by upper/lower case and special characters.
- When searching in external phone books you must always enter portions of the first and last name and possibly of the town name.
- The response time may vary greatly depending on the size and the number of phone books connected.

Dialling from the Call List of Unanswered Calls

You want to call someone who has previously tried to reach you.

Your phone automatically stores the phone number of this subscriber in a calllist and the display reads *Missed calls*. You can now call the person back using this call list.

The call list of unanswered calls contains a maximum of 4 entries.

Show

Calling a subscriber back:
Foxmenu > Press the *Show* Foxkey.
→ The display shows a list of the last unanswered calls.

Scroll through the list until the subscriber you want is displayed.

Pick up the handset.
→ The phone number displayed is dialled. Once the call has been successfully connected, the entry is deleted from the call list.

End

Clearing the "Missed calls" display:
Foxmenu > Press the *End* Foxkey.
→ Deletes the display. The entry remains stored in the list of the last unanswered calls.

End

Clearing the "Missed calls" display:
Press the *End* Foxkey.
→ Deletes the display. The entry remains stored in the list of the last unanswered calls.

Note:
The call list of the unanswered calls can also be accessed via the menu (*Menu* > *Call lists* > *Unanswered*).

Dialling from the Call List of Answered Calls

You want to call back someone whose call you answered.

Your phone automatically stored the person's phone number on the list of answered calls. You can now call the person back using this call list.

The list of answered calls contains a maximum of 4 entries.

Menu

Press Foxmenu, then the Foxkey.

Call lists

Scroll to *Call lists* and press the *Select* Foxkey.

Answered calls

Scroll to the *Answered calls* call list and press the *Ok* Foxkey.
→ The display shows the list of the last calls.

Scroll through the list until the subscriber you want is displayed.

Pick up the handset.
→ The phone number displayed is dialled.

■ Dialling with Redial

You want to call a person you have already called.

In the last-number redial list your phone automatically stores the phone numbers of the persons you have already called, complete with their names, where available. You can now call the person in question using this last-number redial list.

The last-number redial list has a maximum of 4 entries.

Press the Redial key.
→ The first phone number on the last-number redial list is displayed.

Press the Redial key several times or press the down navigation key to scroll through all the phone numbers you last dialled.

Pick up the handset.
→ The phone number displayed is dialled.

■ Dialling with a Configurable Key

You want to call someone whose phone number is stored under a configurable key.

You can dial the person by pressing the corresponding key.

<1x short>

Activate the key's first allocated function:
Press the key once.
→ The key's first allocated function is displayed.

<2x short>

Activate the key's second allocated function:
Press the key twice in quick succession.
→ The key's second allocated function is displayed.

Pick up the handset.
→ The phone number is dialled.

Note:
To find out how to configure a configurable key, refer to the Chapter "Configuring Keys", page 54.

Requesting a Callback

You want to talk to a certain person. The person is busy or does not answer. You can make callback requests to both internal and external subscribers. Not all providers support this function.

If the called party is busy, you can activate an automatic callback. In this case, your phone will start ringing as soon as the party you are trying to reach goes on-hook. When you pick up the handset, the person you want to call is dialled directly.

If the called party does not answer, you can also request a callback. The subscriber then obtains a message indicating your callback request on his display.

You called someone and hear the busy tone or the ring-back tone.

Callback

To activate a callback request:
Foxmenu > Press the *Callback* Foxkey.

Put the handset on-hook.
→ The display shows *Call expected...*

End

Back to the idle state:
Foxmenu > Press the *End* Foxkey.
→ Callback remains activated.

Reset

Reset callback:
Foxmenu > Press the *Reset* Foxkey.
→ Callback is deactivated.

Note:
You can only have 1 callback activated at a time and only 1 callback can be expected from you. Your callback request will automatically be cancelled by the system after about half an hour.

To answer the callback request

Someone has asked you to call back. You can tell this from the lit attention LED in the idle state. The display reads *Call back requested...*

Call

To answer the callback request:
Foxmenu > Press the *Call* Foxkey.
→ The phone number is dialled.

Delete

Clear callback [a]:
Foxmenu > Press the *Delete* Foxkey.
→ Callback is deleted.

Note:
You can deactivate a requested callback using *Menu* > *Activated features* > *Reset* Foxkey.

eud-0840/2.0 — I7.6 — 08.2007

Call Waiting on an Internal Subscriber

You want to talk to an internal subscriber. However, the person is busy.

As a result of your call waiting, the person hears a call waiting tone and your phone number or name appears on his display. The person can either answer or reject your call.

Requirement: It is essential that the internal subscriber has not barred the Call waiting function on his phone (for configuration see the Chapter "Do not disturb/Call waiting/Intrusion/Announcement/Forward", page 50).

Ask your system administrator whether the Call waiting function is enabled on the system.

Call waiting

Subscriber is busy:
Foxmenu > Press the *Call waiting* Foxkey.
→ You hear the dialling tone.

Note:
If the person rejects your call request or if call waiting is not possible, the call is disconnected (busy tone).

Answering Call Waiting

You are in a call and hear the call waiting tone. Someone is urgently trying to reach you.

You can either answer, deflect or reject the call.

Answer

Answering the call:
Foxmenu > Press *Answer* Foxkey.
→ 1. Your original call partner is put on hold. You are now connected with the party who initiated the call waiting.

Note:
For more detailed information on how to broker between callers or set up a conference, please refer to the Chapters "Brokering between an Enquiry Call Party and Your Call Partner", page 28 and "Making a Conference Call", page 29 respectively.

<Phone number>

Deflect call:
Enter the subscriber phone number and confirm with the *Ok* Foxkey.
→ Call-waiting party is put through.

Note:
You can also search in the phone book, last-number redial list or call list for the phone number of the person you are looking for.

Deflection

Foxmenu > Press the *Deflect* Foxkey.

Reject

Rejecting the call:
Foxmenu > Press *Reject* Foxkey or End key.
→ You remain connected with your first call partner. The call-waiting party hears the busy tone.

Exit

Ending a current call:
Foxmenu > Press the *End call* Foxkey.
→ 1. The first call is terminated. You are now connected with the party who initiated the call waiting.

Starting an Announcement

You want to address internal subscribers directly via their loudspeaker – where available – , without waiting for a reply (similar principle to that of an intercom system).

Requirement: It is essential that the internal subscriber has not barred his phone against announcement (for configuration see the Chapter "Do not disturb/Call waiting/Intrusion/Announcement/Forward", page 50).

Pick up the handset.

Announcement

Foxmenu > Press *Announcement* Foxkey.

<Destination>

Select destination (*Subscriber* or *Group*) and confirm *Ok* with the Foxkey.

<Phone number>

Enter the phone number and confirm with the *Ok* Foxkey.
→ Subscriber is made aware of the announcement by an acoustic signal. The display reads *Announcement:* You can now talk.

Note:
You can also search in the phone book, last-number redial list or call list for the phone number of the person you are looking for.

Or:
- Press Foxmenu > Foxkey *Menu*.
- Scroll to *Call features* and press the Foxkey.
- Press *Announcement*, select destination, and confirm *Ok* with the Foxkey.
  → The display shows the number of the phone from which you last picked up a call.
- Confirm *Ok* with the Foxkey or pick up the handset.
  → Subscriber is made aware of the announcement by an acoustic signal. The display reads *Announcement:* You can now talk.

eud-0840/2.0 — I7.6 — 08.2007

Receiving an Announcement

After an attention tone you will be addressed via your loudspeaker.

You can listen to the announcement or stop it.

To continue the announcement as a phone call:
Pick up the handset.
→ You are now connected to the person who initiated the announcement.

Note:
If the announcement was started to a group, all the other recipients of the announcement are excluded.

To stop the announcement:
Press the End key.

Private call with PIN

You want to make a private call on your phone or on a third-party phone.

With the aid of your PIN you can use any phone to make an external call with your own personal settings, even if that phone is locked for external calls. The called party's display shows your personal phone number and not the number of the phone from which you are making your call. Any call charges incurred will be charged to you.

The call number dialled is not stored in the last-number redial list.

Enter #46 followed by your internal call number.
Enter your PIN.
Enter the external call number directly, without the exchange access digit.
→ The phone is now enabled. The external subscriber is called.

Pick up the handset.

Note:
The factory setting "0000" is not accepted. First change the PIN as described in chapter "Changing the PIN", page 49 or use */# procedure *47 (see “User’s Guide */# Procedures as of I7.1”). If you have forgotten your PIN, your system administrator can reset it to the factory setting.

Using functions while in a call

This section explains the different options provided by your phone while you are in a call.

Enquiry Call During a Call

You want to call someone else briefly without losing your current call partner. Then you want to resume your conversation with your original call partner.

With the *Enquiry call* function you can call someone else in the middle of a call and put your original call partner on hold. You can make enquiry calls to both internal and external subscribers.

You are making/taking a call:
Enter the phone number of the enquiry call party.
Note:
You can also search in the phone book, last-number redial list or call list for the phone number of the person you are looking for.

Enquiry call

Foxmenu > Press the *Enquiry call* Foxkey.
→ Enquiry call party is called; 1st call partner is on hold.

Exit

To end the enquiry call:
Foxmenu > Press the *End call* Foxkey.
→ You are now back through to your first call partner.

Note:
If your enquiry call party hangs up and you also go on-hook by mistake, you will hear a continuous ringing signal for 10 seconds to draw your attention to the person still on hold. If you pick up the receiver during the continuous ringing, you will be reconnected with your first call partner.

Brokering between an Enquiry Call Party and Your Call Partner

You are talking with an enquiry call party and have your original call partner on hold. You want to be able to switch back and forth between the two.

In an enquiry call you can use the brokering function to switch back and forth between an enquiry call party and the party on hold. Brokering is possible with both internal and external subscribers. You can also broker between conference parties as a group and an enquiry call party.

Brokering

Brokering:
Foxmenu > Press the *Brokering* Foxkey.
→ Your call partner changes. The other call party is put on hold.

Exit

To terminate the current connection:
Foxmenu > Press the *End call* Foxkey.
→ Call party disconnected. Connected with the call party on hold.

eud-0840/2.0 — I7.6 — 08.2007

Making a Conference Call

You are in a call and have a call party on hold at the same time. You want to include the party on hold in the conversation and hold a conference call.

With the conference function you can include a call party on hold in the current conversation. From the conference call you can initiate an enquiry call to someone else. You can broker between the parties of the conference and the enquiry call party.

Depending on the system, a conference call can consist of up to 6 conference participants. You can hold a conference call with internal and external subscribers.

Conference

To connect the call party on hold:
Foxmenu > Press the *Conference* Foxkey.
→ The call party on hold is now included in the call.

Note:
Depending on the system's configuration you may hear an attention tone.

Leaving a conference call:
Put the handset on-hook.
→ The other conference parties remain in the call.

Transferring a Call Partner

You want to put your call partner through to someone else.

With the *Enquiry call* function you can connect your call partner with someone else. You can connect internal and external subscribers with one another.

Enter the other party's phone number.
→ The other party is called.

Note:
You can also search in the phone book, last-number redial list or call list for the phone number of the person you are looking for.

Enquiry call

Foxmenu > Press the *Enquiry call* Foxkey.
→ 1. Your original call partner is put on hold.

Connecting with notification:
Wait until the person has answered the call. Announce the call party.

Connect

Put the handset on-hook or press Foxmenu > Foxkey *Connect*.
→ 1. Your call partner and the other person are now connected with each other.

Note:
If the other subscriber does not answer, you can cancel the enquiry call with the Foxmenu >Foxkey *End call* and take back the first call.

Connecting without notification:
Wait for the first ringing tone, then hang up.
→ The other party is then called directly by your first call partner.

Note:
Recall: If the other party does not answer, the call comes back to your phone.

Parking a Call Partner

You want to put your call partner on hold without using a phone channel as a result.

You can park your call partner locally. A locally parked call partner can only be retrieved by the phone from which the function was initially carried out. You can also allocate the Park function to a freely configurable key (see Chapter "Configuring Keys", page 54).

Park

Foxmenu > Press the *Park* Foxkey.
→ Your call partner is now parked locally.

Put the handset on-hook.

[P]

To retrieve a parked call party:
Foxmenu > Press the *[P]* Foxkey.

To phone with the handset:
Pick up the handset.

Notes:
- With Foxmenu > Foxkey *End* the display returns to the idle state. As long as your call partner does not hang up, he remains parked. Via *Menu* > *Activated features* > Foxkey *[P]* you can retrieve your parked call party.
- The */# procedure for central parking can be found in the "User's Guide */# Procedures as of I7.1".

Organising absences from the desk

This section explains the different options provided by your phone when you want to leave your desk.

Using the Absence Key

You want to leave your desk and set up your phone for your absence.

Your phone has an Absence key. It is factory set as a call forwarding unconditional key. By simply pressing the Absence key you can activate a call forwarding unconditional.

Enter the phone number to which the call is to be forwarded.

Press the Absence key.
→ Call Forwarding is activated; LED is lit.

To activate the last forwarded destination:
Press the Absence key.
→ Call Forwarding is activated; LED is lit.

Note:
You can configure the Absence key like any other configurable key (see Chapter "Configuring Keys", page 54).

When you are back at your desk:
Press the Absence key.
→ The call forwarding unconditional is deactivated. The phone reverts to the idle state.

Forwarding Calls (Call forwarding)

You want to leave your desk. Calls for you are to be forwarded to a different destination (e.g. phone, Voice Mail, pager).

With Call Forwarding you can forward incoming calls directly to a different destination.

Menu

Press Foxmenu, then the Foxkey.

Forwarding

Scroll to *Forwarding* and press the *Select* Foxkey.

Call Forwarding

Scroll to *Call Forwarding* and confirm *Ok* with the Foxkey.

Subscriber

Scroll to *Subscriber* and confirm *Ok* with the Foxkey.

<Phone number>

Enter the subscriber phone number and confirm with the *Ok* Foxkey.

Notes:

- You can also search in the phone book, last-number redial list or call list for the phone number of the person you are looking for.
- If a call is to be forwarded only when you are already in a call, select *Call forwarding busy*.
- You can also forward to your *Voice Mail* (see Chapter "Forward to Voice Mail", page 33), to a *Message* (see Chapter "Forwarding to a message", page 34) or to a *Pager*.
- You can deactivate callforwarding again using *Menu* > *Activated features* > *Reset* Foxkey.
- You can also activate call forwarding by remote control, see Chapter "Setting functions by remote control", page 44.

Forwarding a Call on No Reply (CFNR)

You want calls that you receive on your phone to be forwarded to another destination.

Both your own phone and the other destination will then start ringing. The system configuration determines whether or not there is a ringing delay at the other destination. Whoever goes off-hook first, answers the call. Depending on the system configuration, Call Forwarding on No Reply can also be activated when your phone is busy.

Menu

Press Foxmenu, then the Foxkey.

Forwarding

Scroll to *Forwarding* and press the *Select* Foxkey.

Call Forwarding on No Reply

Scroll to *Call Forwarding on No Reply* and confirm *Ok* with the Foxkey.

Subscriber

Scroll to *Subscriber* and confirm *Ok* with the Foxkey.

eud-0840/2.0 — I7.6 — 08.2007

<Phone number>

Enter the phone number of the destination to which your calls are to be forwarded and confirm *Ok* with the Foxkey.

Notes:

- You can also search in the phone book, last-number redial list or call list for the phone number of the person you are looking for.
- You can also forward calls to your *Voice Mail* (see Chapter "Forward to Voice Mail", page 33) or to a *Pager*.
- You can deactivate call forwarding on no reply using *Menu* > *Activated features* > *Reset* Foxkey.
- You can also activate call forwarding on no reply by remote control, see Chapter "Setting functions by remote control", page 44.

Forward to Voice Mail

You cannot momentarily be reached on your phone. If you activate Voice Mail, a subscriber can nonetheless leave you a message.

You can use the global greeting or your own greeting (see Chapter "Configuring Voice Mail", page 53).

For more information on Voice Mail refer to the "Operating Instructions for the Voice Mail Systems Ascotel® IntelliGate® ".

Menu

Press Foxmenu, then the Foxkey.

Forwarding

Scroll to *Forwarding* and press the *Select* Foxkey.

Call Forwarding Unconditional

Scroll to *Call Forwarding* and confirm *Ok* with the Foxkey.

Voice Mail

Scroll to *Voice Mail* and confirm *Ok* with the Foxkey.
→ Forwarding to Voice Mail is activated.

Notes:

- You can specify whether your Voice Mail should answer directly (*Call Forwarding*) or with a delay (*Call Forwarding on No Reply*), or only if you are already on the phone (*Call Forwarding Busy*).
- You can deactivate forwarding using *Menu* > *Activated features* > *Reset* Foxkey.
- A new Voice Mail message is signalled with a text message on the display and a lit indicator LED in the idle state.

Forwarding to a message

You cannot be reached on your phone. You want any internal subscriber who calls you to get a message. The subscriber hears the busy tone and obtains a message on his display.

Requirement: The internal subscriber must have a phone capable of receiving messages. Subscribers whose phone cannot receive messages are put through to your phone or rerouted to a destination predefined within the system.

You can use one of the text messages stored in the system directly, modify it or create a new message.

Menu

Press Foxmenu, then the Foxkey.

Forwarding

Scroll to *Forwarding* and press the *Select* Foxkey.

Call Forwarding Unconditional

Scroll to *Call Forwarding* and confirm *Ok* with the Foxkey.

Message

Scroll to *Message* and confirm *Ok* with the Foxkey.

<Message>

Select one of the text messages stored in the system and press *Select* Foxkey.

<Text>

Adapt or expand the text and confirm *Ok* with the Foxkey.
→ Forwarding to message is activated.

Note:
If you activate another call forwarding unconditional, the message you have left on your phone will be deactivated.

Locking Your Phone

You need to leave your desk and want to ensure that no-one can alter your phone's settings, look at your private data, or make outside calls from your phone.

You can lock your phone with a PIN consisting of two to ten digits. You can modify this via menu (see chapter "Changing the PIN", page 49) or with */# procedure *47 (see “User’s Guide */# Procedures as of I7.1”).

Menu

Press Foxmenu, then the Foxkey.

Settings

Scroll to *Settings* and press the *Select* Foxkey.

General

Scroll to *General* and press the *Select* Foxkey.

Lock

Scroll to *Barring* and press the *Modify* Foxkey.
→ You are prompted to enter your PIN.

<PIN>

Enter the PIN and confirm with the *Ok* Foxkey.

<Setting value>

Select the required type of barring and confirm *Ok* with the Foxkey.
→ The phone is now locked; 🔒 is displayed.

Note:
You can bar either just the configuration (*Configuration barred*) or the entire phone (*Phone barred*). With *Phone barred* your private data cannot be viewed and external calls can only be made from your phone in accordance with the system settings.

■ Unlocking your phone

You want to unlock your phone.

You can use the PIN to unlock your phone. If you have forgotten your PIN, your system administrator can reset it to the factory setting.

Menu

Press Foxmenu, then the Foxkey.

Activated features

Scroll to *Activated features* and press the *Select* Foxkey.

<Barring>

Select the barring you want and press Foxmenu > Foxkey *Reset*.
→ You are prompted to enter your PIN.

<PIN>

Enter the PIN and confirm with the *Ok* Foxkey.

Unlocked

Scroll to *Free* and confirm *Ok* with the Foxkey.
→ The phone is unlocked.

Functions for special situations

This section explains the different options provided by your phone to deal with special situations.

■ Deflect a call during the ringing phase

You do not want to answer a call yourself but deflect it to another subscriber.

With the function *Deflect* you can deflect calls to an internal or external subscriber or to the Voice Mail during the ringing phase.

Your phone is ringing and the indicator LED is flashing. To deflect the call, proceed as follows.

Deflection

Foxmenu > Press the *Deflect* Foxkey.

<Phone number>

Enter the phone number and confirm with the *Ok* Foxkey.
→ The call is deflected to the desired subscriber.

Notes:
- You can also search in the phone book, last-number redial list or call list for the phone number of the person you are looking for.
- If the subscriber you want to deflect to is busy, the call will not be deflected. The display reads *Busy* and your phone still rings.

■ Reject a call during the ringing phase

You do not want to answer a call.

You can reject a call already during the ringing phase

Reject

Foxmenu > Press *Reject* Foxkey or End key.
→ The connection is rejected and the caller obtains the busy tone.

eud-0840/2.0 — I7.6 — 08.2007

Send text messages

You want to send a written message to an internal subscriber.

You can send a text message to an internal subscriber. The text message will appear on the person's display.

Requirement: The internal subscriber must have a phone capable of receiving messages.

You can use one of the text messages stored in the system directly, modify it or create a new message.

Menu

Press Foxmenu, then the Foxkey.

Text message

Scroll to *Text message* and press the *Select* Foxkey.

New

Scroll to *New* and press *Select* Foxkey.

<Message>

Select one of the text messages stored in the system and press *Select* Foxkey.

<Text>

Adapt or expand the text and press the *Send* Foxkey.

<Destination>

Select the destination and press the *Select* Foxkey.

<Phone number>

For subscriber and group: Enter the call number and press the *Send* Foxkey.
→ The message is sent.

Note:
If the display reads *Not available*, the message could not be sent.

Read text messages

Your display shows *New message* and the envelope symbol. The right-hand indicator LED is lit.

Show

Foxmenu > Press the *Show* Foxkey.
→ The display shows the sender and the date/time of the text message.

Read

Read Message:
Select the message you want and press Foxmenu > Foxkey *Read*.
→ If the message runs over several lines, use the navigation key to scroll.

Delete

To delete the message:
Foxmenu > Press the *Delete* Foxkey.
→ The message is deleted; the next message is retrieved from the memory.

Or:

- Press Foxmenu > Foxkey *Menu*.
- Scroll to *Text message* and press the *Select* Foxkey.
- Scroll to *Inbox* and press the *Select* Foxkey. Continue as described above.

Picking up a call

You hear a phone ringing in your vicinity and want to pick up the call.

With the *Pick up* function you can pick up the call from the other phone on your own phone.

Menu

Press Foxmenu, then the Foxkey.

Call features

Scroll to *Call features* and press the *Select* Foxkey.

Pick-up

Scroll to *Pick up* and confirm *Ok* with the Foxkey.

Subscriber

Scroll to *Subscriber* and confirm *Ok* with the Foxkey.
→ The display shows the number of the phone from which you last picked up a call.

<Phone number>

Enter the number of the phone from which you want to pick up the call and confirm with the *Ok* Foxkey.
→ You are now through to the caller.

Using the DTMF Mode. Activating/deactivating DTMF

You want to be able to use your phone to control other equipment or to access certain services, such as remote polling of an answering machine or telebanking. For these services you need the DTMF mode.

In the DTMF mode each key press generates a tone. If for example you key in a call number during a call, your call partner will hear the tone signals.

You can specify whether the DTMF mode should be generally activated or deactivated (see Chapter "Configuring the DTMF mode", page 48). DTMF is activated as the default dialling mode.

If the DTMF mode is generally deactivated, you can activate it and deactivate it again temporarily during a call.

You're in a call and the DTMF mode is generally deactivated. You want to activate the DTMF mode temporarily.

DTMF

Foxmenu > Press the *DTMF* Foxkey.
→ The display shows *Enter number DTMF*. You can now enter the DTMF characters.

Reset

Resetting DTMF mode:
Foxmenu > Press the *Reset* Foxkey.

Note:
When you hang up, the DTMF mode is automatically deactivated again.

Making a call on a third-party phone

You want to make a call on a third-party phone using your personal settings, for example on a colleague's phone or in a meeting room.

You can activate a third-party phone to make an internal or external call using your personal settings, even if the phone is locked for external calls.

You can activate the phone for a business or private call.

Once you have activated the phone using a */# procedure and your PIN, dialling by your private phone book is available.

The called party's display shows your personal phone number and not the number of the phone from which you are making your call.

Any call charges incurred will be charged to you.

Enter #36.
Enter your internal phone number.
Enter your PIN.
Enter the internal or external phone number with the exchange access digit.

Pick up the handset.
→ The phone number displayed is dialled.

Note:
When you hang up, dialling by name and your private phone book remain available for a whole minute so you can make another call.

Or:

- Enter #46 for a private call.
- Enter your internal phone number.
- Enter your PIN.
- Enter the external call number directly, without the exchange access digit.
- Pick up the handset.
  → The phone is now enabled; the external subscriber is called.

Note:
The factory setting "0000" is not accepted. First change the PIN (see Chapter "Changing the PIN", page 49) or using the */# procedure *47 (see "User's Guide */# Procedures as of I7.1"). If you have forgotten your PIN, your system administrator can reset it to the factory setting.

Paging an Internal Subscriber

You are unable to reach an internal subscriber and thus want to page them.

If the system is equipped with a paging system (PS), the person can be paged. The paged person can answer from any phone.

Menu

Press Foxmenu, then the Foxkey.

Call features

Scroll to *Call features* and press the *Select* Foxkey.

Page

Scroll to *Seach* and confirm *Ok* with the Foxkey.

<Phone number>

Enter the phone number f the person to be paged and confirm with the *Ok* Foxkey.
→ The person is paged and sees your phone number on the pager.

Answering a Pager

Your pager is ringing and shows the phone number of the person trying to reach you.

You can answer from any internal phone.

Menu

Press Foxmenu, then the Foxkey.

Call features

Scroll to *Call features* and press the *Select* Foxkey.

Pick-up

Scroll to *Pick up* and confirm *Ok* with the Foxkey.

Pager

Scroll to *Pager* and confirm *Ok* with the Foxkey.

<Phone number>

Enter your own phone number and confirm with the *Ok* Foxkey.
→ You are now connected with the person who is trying to reach you.

Note:
You can also answer a pager with the */# procedure *82.

Answering a General Bell

Via the general bell, you hear either your personal ringing pattern or the general ringing signal. Calls with the general bell as the destination can be signalled visually or acoustically via an external piece of supplementary equipment. The call can be answered on any terminal.

Ask your system administrator whether a general bell is set up.

You can answer from any internal phone.

Menu

Press Foxmenu, then the Foxkey.

Call features

Scroll to *Call features* and press the *Select* Foxkey.

Pick-up

Scroll to *Pick up* and confirm *Ok* with the Foxkey.

General bell

Scroll to *General bell* and confirm *Ok* with the Foxkey.

<Phone number>

Enter your own phone number and confirm with the *Ok* Foxkey.
→ You are now connected with the person who is trying to reach you.

Note:
You can also answer a general bell with the */# procedure *83.

Activating/Deactivating a Discreet ring

You do not want to be disturbed by your phone ringing. However, you do not want to switch off your phone.

Discreet ringing is available on your phone as an alternative to the usual ringing. If discreet ring is activated, the phone rings only once.

This function must be stored under a function key (see Chapter "Configuring Keys", page 54).

In the idle state:
Press the function key for *<Discreet ring>*.
→ is displayed.

Suppressing your call number from your called party's terminal display

You do not want your call number to appear on the terminal display of a called party in the public network.

You have two possibilities:

- If you never want the phone number to be displayed, set *CLIR permanently*.
- To suppress your call number display for certain calls only, select the function *CLIR per call* before dialling your party's call number.

This function must be stored under a function key (see Chapter "Configuring Keys", page 54).

You can also execute the function with a */# procedure (see "User's Guide */# Procedures as of I7.1").

Before the call:
Press the function key for <*CLIR*>.

Notes:
- CLIR works only with external calls.
- This feature depends on the range of services offered by your provider.

Tracing Malicious Calls

Your are being threatened or molested by a call. You want to identify the caller.

Using the MCID function (*MCID*: Malicious Call Identification), the provider records the following call data: Your phone number, the caller's phone number, and the date and time of the call.

MCID has to be enabled by your provider. Your provider will inform you about accessing the recorded call data.

This function must be stored under a function key (see Chapter "Configuring Keys", page 54).

During a call:
Press the function key for MCID (*MCID*).

After the call do not hang up: press the function key for MCID (*MCID*) while you hear the busy tone.

Setting functions by remote control

This section explains how you can alter your phone's settings even if you are not directly at your phone.

You are not at your desk and want to set various functions on your phone from a different phone.

You can activate/deactivate many of your phone's functions by remote control from a different phone.

The remote control is initiated using a special */# procedure. You can then enter the function commands and */# procedures in the usual way.

Using remote control from a third-party phone:
Enter */# procedure 36.
Enter your phone number.
Enter your PIN.

Enter the */# procedure for activating/deactivating the function you want.

Pick up the handset.
→ You hear the acknowledgement tone.

Put the handset on-hook.
→ The function is now activated/deactivated.

Note:
The factory setting "0000" is not accepted. First change the PIN as described in chapter "Changing the PIN", page 49 or use */# procedure *47 (see "User's Guide */# Procedures as of I7.1"). If you have forgotten your PIN, your system administrator can reset it to the factory setting.

eud-0840/2.0 — I7.6 — 08.2007

Personalizing Your Phone

These sections explain how to adapt the phone's basic settings to suit your personal requirements.

Display *46*

Setting the Ringing Properties (Audio) *46*

General settings *48*

Protection *50*

Phone Book Management *51*

Configuring Voice Mail *53*

Configuring Keys *54*

Formulating Functions *56*

Local settings (Office 60IP) *57*

eud-0840/2.0 — I7.6 — 08.2007

Display

This section explains how to set display properties.

Setting the display

You may find the display is too bright or too dark.

You can adjust the *display contrast*.

Menu

Press Foxmenu, then the Foxkey.

Settings

Scroll to *Settings* and press the *Select* Foxkey.

Display

Scroll to *Display* and press the *Select* Foxkey.

Display contrast

Scroll to *Display contrast* and press the *Modify* Foxkey.

<Setting value>

Select the required setting and confirm with the *Ok* Foxkey.
→ The setting is stored.

Setting the Ringing Properties (Audio)

This section explains how to set your phone's ringing tone properties.

Setting the ringing volume during ringing

You want to adjust the ringing volume.

You can adjust the ringing volume while the phone is ringing.

−|+ Quieter: Press the −-key.

−|+ Louder: Press the +-key.

eud-0840/2.0 — I7.6 — 08.2007

Setting the Volume during a Call

You want to adjust the volume while in a call.

This automatically adjusts the volume of the handset and loudspeaker.

The new volume will remain stored even after the call is ended.

–|+	Quieter: Press the –-key.
–|+	Louder: Press the +-key.

Setting the Ringing Properties

You want to change the way in which your phone rings.

You can set the *ringing signal volume*, the *ringing melody* and the *speed*.

Note:
Please note that the ringing volume may be reduced if Office 60 is not connected to the power supply.

Menu	Press Foxmenu, then the Foxkey.
Settings	Scroll to *Settings* and press the *Select* Foxkey.
Audio	Scroll to *Audio* and press the *Select* Foxkey.
<Audio setting>	Scroll to the required audio settings and press the *Modify* Foxkey.
<Setting value>	Select the required setting and confirm with the *Ok* Foxkey. → The setting is stored.
	Note: To list to all the settings, use the *Test* Foxkey.

General settings

This section explains other settings you can make on your phone.

Selecting the language

The display text is not in the language you want.

You can select a different language. The menu item under which you select your language is marked by an "*" in front of the word for "language" in the language of your choice, e.g. "*Language" for English.

Menu

Press Foxmenu, then the Foxkey.

<*Language>

Scroll to **Language* and press the *Modify* Foxkey.
→ The set language is displayed with ☑.

<Setting value>

Select the required language and confirm with the *Ok* Foxkey.
→ The display text appears in your selected language.

Configuring the DTMF mode

You want to decide whether the DTMF mode is to be activated or deactivated as default on your phone.

Menu

Press Foxmenu, then the Foxkey.

Settings

Scroll to *Settings* and press the *Select* Foxkey.

General

Scroll to *General* and press the *Select* Foxkey.

DTMF

Scroll to *DTMF* and press the *Modify* Foxkey.

<Setting value>

Activate or deactivate DTMF and confirm *Ok* with the Foxkey.
→ The setting is stored.

eud-0840/2.0 — I7.6 — 08.2007

Changing the PIN

You want to change the PIN used to lock/unlock your phone (see Chapter "Locking Your Phone", page 34 and "Unlocking your phone", page 35).

The factory setting is digit combination "0000"; you can select any 2 to 10-digit combination for your new PIN.

If you have forgotten your PIN, your system administrator can reset it to the factory setting.

Menu

Press Foxmenu, then the Foxkey.

Settings

Scroll to *Settings* and press the *Select* Foxkey.

General

Scroll to *General* and press the *Select* Foxkey.

PIN

Scroll to *PIN* and press the *Modify* Foxkey.
→ The display reads *Old PIN*.

<PIN>

Enter the old PIN and confirm with the *Ok* Foxkey.
→ The display reads *New PIN*.

<PIN>

Enter the new PIN and confirm with the *Ok* Foxkey.
→ The display reads *Confirm*.

<PIN>

Enter the new PIN a second time and confirm with the *Ok* Foxkey.
→ The new PIN is stored.

Notes:
- For each digit entered, the display shows an "*".
- You can also change the PIN with */# procedure *47 (see "User's Guide */# Procedures as of I7.1").

Identifying the communication system

Press the Foxmenu.
→ The menu is displayed.

Menu

Press the *Menu* Foxkey.

Settings

Scroll to *Settings* and press the *Select* Foxkey.

General

Scroll to *General* and press the *Select* Foxkey.

Own ID

Scroll to *Own ID* and press the *Select* Foxkey.
→ Name, call number and communication system are displayed.

Protection

This section explains how you can protect yourself against certain types of call.

Do not disturb/Call waiting/Intrusion/Announcement/Forward

You want to protect yourself against certain types of calls.

You can set your phone so that these functions are not permitted on it. Ask your system administrator whether these functions are enabled on the system.

Menu

Press Foxmenu, then the Foxkey.

Settings

Scroll to *Settings* and press the *Select* Foxkey.

Protection

Scroll to *Protection* and press the *Select* Foxkey.

<Protection setting>

Scroll to the required protection settings and press the *Modify* Foxkey.

eud-0840/2.0 — I7.6 — 08.2007

<Setting value>

Select the required setting and confirm with the *Ok* Foxkey.
→ The setting is stored.

Note:
You can deactivate an activated protection using *Menu* > *Activated features* > Foxkey *Reset*.

Phone Book Management

This section explains how to create a new entry in the phone book and how to edit or delete an entry.

■ Creating a New Phone Book Entry

You want to store your own phone numbers.

You can store your own phone numbers in the private phone book.

Press the phone book key.

Private contacts

Scroll to *Private contacts* and press the *Select* Foxkey.

Foxmenu > Press the *New* Foxkey.

<Name>

Enter the subscriber's name and confirm with the *Ok* Foxkey.
→ The name is now stored.

<Phone number>

Enter the subscriber phone number and confirm with the *Ok* Foxkey.
→ The phone number is now stored.

Notes:
- The text mode for letter input is automatically activated.
- You can use the Correction key to delete any incorrect character.

Modfying or deleting a phone book entry

You want to modify a phone number stored on your private phone book.

Note:
You cannot modify entries in other phone books.

Press the phone book key.

Private contacts

Scroll to *Private contacts* and press the *Select* Foxkey.

<Entry>

To change an entry:
Select the entry you want and press Foxmenu > Foxkey *Edit*.
→ The display shows the current name.

<Name>

Modify the name and confirm with the Foxkey.
→ The display shows the current phone number.

<Phone number>

Modify the phone number and confirm with the Foxkey.
→ The data is now stored.

<Entry>

To delete an entry:
Select the entry you want and press Foxmenu > Foxkey *Delete*.
→ The entry is now deleted.

Notes:
- The text mode for letter input is automatically activated.
- You can use the Correction key to delete any incorrect character.

Configuring Voice Mail

This section explains how to set your Voice Mail.

Personal greeting

You have the possibility of recording up to three different greetings. If no personal greeting is activated or if none is available, the global greeting is activated automatically, provided it has been recorded. For more information contact your system administrator.

Menu

Press Foxmenu, then the Foxkey.

Voice Mail

Scroll to *Voice Mail* and press the *Select* Foxkey.

<Greeting>

Recording a greeting:
Select the greeting you want and press Foxmenu > Foxkey *Record*.
→ Now record your personal greeting text.
Note:
You can improve the quality by recording the text through the handset.

<Greeting>

Listening to the greeting:
Select the greeting you want and press Foxmenu > Foxkey *Listen*.
→ You can monitor your personal greeting text and re-record it if necessary.

<Greeting>

Select the greeting:
Select the greeting you want and confirm with Foxmenu > Foxkey *Ok*.
→ The announcement last recorded is automatically activated.

Notes:

- To find out how to configure call forwarding to your Voice Mail, refer to the Chapter "Forward to Voice Mail", page 33.
- More information on Voice Mail can be found in the "Operating Instructions for the Voice Mail Systems Ascotel® IntelliGate®".

Configuring Keys

This section explains how to assign phone numbers and functions to a Foxkey or configurable key.

Available keys

You can assign phone numbers or functions to one of the 10 configurable keys. These are accessible at all times.

You can assign each key with a specific type so you can trigger a particular action by simply pressing that key. Choice available:

- Number key: To store the phone number
- Function key: Activate/deactivate function

Storing a Phone Number under a Key – Number Key

You want to retrieve a frequently used phone number with a single keystroke rather than enter it digit by digit.

On each configurable key you can store two call numbers and the associated names. The key automatically becomes a number key.

<long>

To store a phone number under a configurable key:
Press the key and hold it down for a moment.
→ Display shows choice of key types.

Number key

Scroll to *Number key* and press the *Select* Foxkey.
→ The display shows the current phone number.

<Phone number>

Press the *Modify* Foxkey, enter or modify the phone number, and confirm with the *Ok* Foxkey. If you have an Office DKBM expansion key module connected, you can also select the number type (business number, mobile number or private number).
→ The display shows the current name.

<Name>

Press the *Modify* Foxkey, enter or modify the name, and confirm with the *Ok* Foxkey.
→ The first allocated function is now stored.

<Phone number>

Press the *Modify* Foxkey, enter or modify the phone number, and confirm with the *Ok* Foxkey.
→ The display shows the current name.

<Name>

Press the *Modify* Foxkey, enter or modify the name, and confirm with the *Ok* Foxkey.
→ The second allocated function is now stored.

Notes:
- The text mode for letter input is automatically activated.
- You can use the Correction key to delete any incorrect character.

Storing a Function under a Key – Function Key

You want to retrieve a frequently used function - for example "call forwarding on no reply" - using a single keystroke rather than having to enter it by hand. Usually the function is assigned so that you:

- activate the function with the first keystroke,
- and deactivate the command again with a second keystroke.

<long>

To store a function under a configurable key:
Press the key and hold it down for a moment.
→ Display shows choice of key types.

Function key

Scroll to *Function key* and press the *Select* Foxkey.
→ The currently set function is displayed with ☑.

<Function>

Select the function you want and press the *Select* Foxkey.
→ The further prompting depends on the function (see Chapter "Supplementary features", page 18). Once you have made all the settings, the function is stored under the key.

Note:
Besides the predefined functions you can also define your own function. For more information please refer to the Chapter "Function Commands", page 56.

Clearing a Key

You want to clear the assignment made to a configurable key.

The *No function* function is provided specifically for this purpose.

<long>

To clear a configurable key:
Press the configurable key and hold it down for a moment.
→ The display shows the key type.

No function

Scroll to *No function* and confirm *Ok* with the Foxkey.
→ The key configuration is cleared.

Formulating Functions

This section explains how to activate an individual function, for example call forwarding unconditional, with the aid of function commands and how to assign it to a key.

Function Commands

You can use function commands to define a function to suit your personal requirements. A function can consist of one or more function commands, function codes, and the phone number. You can either carry out a function directly or store it under a function key (select *configurable* function).

Tab. 1 The following function commands are available:

"A"	Seize line with highest priority
"I"	Seize line
"X"	Disconnect
"P"	Pause 1 second before the next operation
"N"	Use the phone number entered in call preparation
"."	Control key function (up-circuit system)
"Z"	Activate/deactivate DTMF mode
"R"	Use the phone number last dialled
"Y"	Disconnect and reseize the line.

Tab. 2 Examples of how to define a function:

"IR"	Seize line ("I"), dial phone number last dialled ("R")
"I201"	Seize line ("I") and dial phone number 201
"I*21201X"	Seize line ("I"), activate call forwarding unconditional ("*21") to phone number 201, disconnect ("X")
	Notes: • Text mode has to be activated before you can enter function commands. • Functions that are not available via the menu can be activated using */# procedures (see "User's Guide */# Procedures as of I7.1") . • You can either type in a */# procedure directly or store it under a key. • You can only activate certain */# procedures if the same function cannot be obtained via the menu. • The availability of certain */# procedures may be restricted depending on the system and software version. • A list of all */# procedures are can be found at http://www.aastra.com/docfinder ("User's Guide */# Procedures as of I7.1").

eud-0840/2.0 — I7.6 — 08.2007

Local settings (Office 60IP)

This section provides a short description of the IP-relevant settings.

IP settings

The IP-relevant data for your phone is stored in this menu. The input of this data is password-protected; it can therefore only be carried out by your system administrator. You can however call up the data.

Menu

Press Foxmenu, then the Foxkey.

Settings

Scroll to *Settings* and press the *Select* Foxkey.

General

Scroll to *General* and press the *Select* Foxkey.

Local settings

Scroll to *Local settings* and press the *Select* Foxkey.
→ IP-relevant settings retrievable.

Further information

The following sections contain more useful information about your phone.

Troubleshooting *59*

Declaration Open Source Software (Office 60IP) *59*

System and software-related functions *60*

Liability *60*

eud-0840/2.0 — I7.6 — 08.2007

Troubleshooting

This section contains a few tips on how to operate your phone if you encounter any problems.

■ Malfunctions

Your call partner cannot hear you or you cannot hear your call partner
Make sure the handset cord is correctly plugged into both the handset and the phone (see Chapter "Installation and First-Time Operation", page 61).

Handset off-hook, no dialling tone, no display
Make sure the phone cord is correctly plugged in to both the phone and the LAN socket (see Chapter "Installation and First-Time Operation", page 61).

Display reads "Not configured", handset off-hook, no dial tone
Your phone has not been assigned a call number. Contact your system administrator.

The display reads: "Trying to register"
The telephone cannot be registered. Contact your system administrator.

Display is working, but connection is not possible
Your phone may be locked. Unlock your phone (see Chapter "Unlocking your phone", page 61).

Freely configurable keys cannot be configured.
The configuration may be locked. Unlock your phone (see Chapter "Unlocking your phone", page 61).
The key for a reconfiguration may be barred in the system. Contact your system administrator.

Insufficient display contrast
The setting for the display contrast is inadequate. Change the setting (see Chapter "Setting the display", page 61).

Note:
For all other messages, faults and questions you may have, contact your system administrator.

Declaration Open Source Software (Office 60IP)

■ About Open Source Software

This product contains Open Source Software from third-party suppliers subject to the GNU licence provisions GPL (GNU General Public License) and LGPL (GNU Library/Lesser General Public License).

The licence texts for the GPL and LGPL and for the source code of the software sections listed below are available at http://www.aastra.ch/docfinder ("Public GNU source" document type).

The licence texts for the GPL and LGPL are also stored on the terminal itself and can be viewed using the integrated web interface (URL: <IP address of your system terminal>.

Please read through the text carefully to find out all you need to know about your rights with regard to the licences concerned.

This product contains the following software subject to GPL provisions:

- Linux kernel, available at http://www.kernel.org/.
- Busybox, available at http://www.busybox.net/.
- This product contains the following software subject to the LGPL provisions:
- ucLibc, available at http://www.ucLibc.org/

System and software-related functions

You want to activate a feature described in these Instructions but the system will not let you.

Some systems or system versions do not support all the features. The corresponding text sections are identified by a number inside square brackets [a]. The list below indicates which system versions support the relevant features. For more information contact your system administrator.

	I7.6							
[a]	x							
[b]								
[c]								
[d]								

Liability

Disclaimer

This product was manufactured in accordance with ISO 9001 quality guidelines.

This product and the user information supplied with it have been produced with the utmost care. The product's functions have been tested and approved after comprehensive conformity tests. Nonetheless errors cannot be entirely excluded. The warranty is limited to the replacement of defective .

The manufacturers shall not be liable for any direct or indirect damage that may be caused by incorrect handling, improper use, or any other faulty behaviour on the part of a product. Potential hazards are mentioned in the relevant places in the User Guides. Liability for loss of profit shall be excluded in any case.

eud-0840/2.0 — I7.6 — 08.2007

Installation and First-Time Operation

These sections explain the setup options available with your phone.

Equipment provided *62*

Options *62*

Setting up and mounting the phone *63*

Connecting the Office 60 ..... *65*

Connecting the Office 60IP *66*

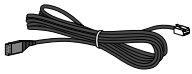
eud-0840/2.0 — I7.6 — 08.2007

Equipment provided

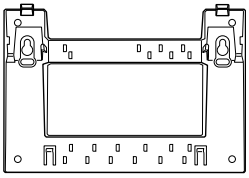
Telephone and handset

Handset connection cable

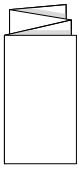
Telephone connection cable Office 60



Stand rest; can also be used as a mounting frame for wall mounting

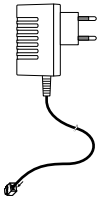


Quick User's Guide and safety information



Options

Plug-in power adapter (if the power supply is not supplied via the LAN, only Office 60IP).



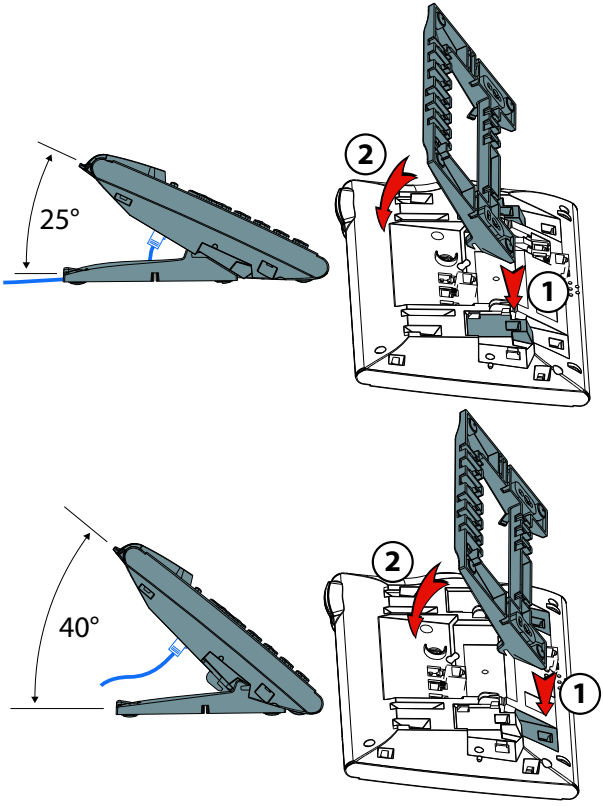
Setting up and mounting the phone

With the aid of the supplied stand rest you can set up the phone as a desktop phone or mount it to the wall.

■ Setting the phone up as a desktop phone

You can set up the phone either at a 40° or a 25° angle. To do so, insert the stand rest in different positions into the back of the phone until it snaps into place.

- Insert the stand rest as indicated on the installation diagram until it snaps into place.
- Connecting the handset: Plug the connector on the shorter straight extremity of the handset cord into the socket on the handset. Plug the connector at the loose extremity of the cord into the handset socket on the underside of the phone. To relieve the strain on the cable feed the cable through one of the cable guides on the stand rest.
- Connect the phone as indicated in chapter "Connecting the Office 60", page 65 and "Connecting the Office 60IP", page 66.

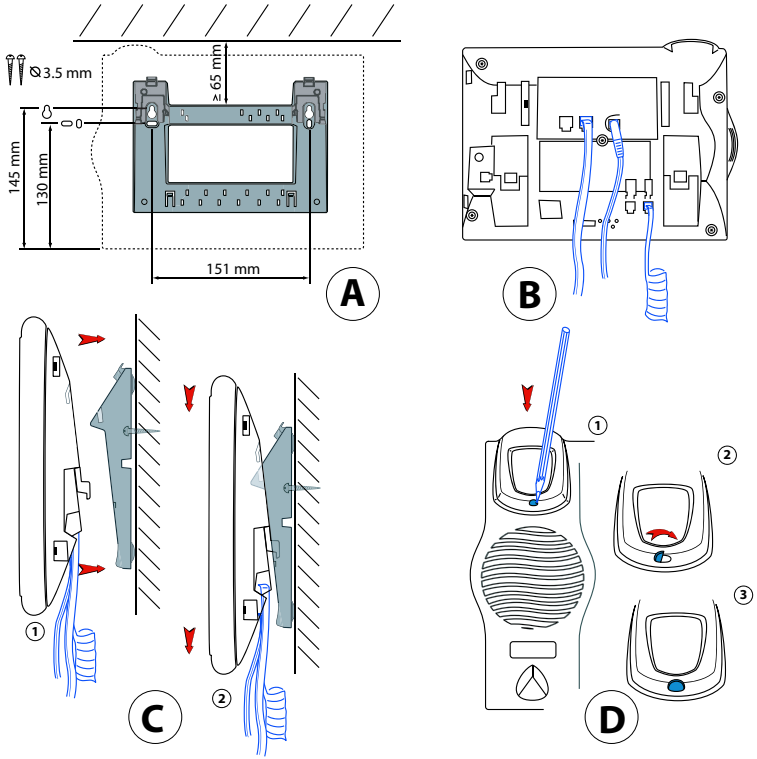


Wall mounting

You can also mount the phone on the wall. To do so, screw the stand rest onto the wall as a bracket and hook the phone onto the stand rest.

Note:
As there is only a limited amount of space between the sockets on the back of the phone and the wall on which it is mounted, you need to use a ribbon cable with a short connector for the cord. Ask your dealer for a list of suppliers for a suitable ribbon cable (only Office 60IP).

- Fit the screws for securing the stand rest and mount the stand rest (Figure A).
- Connect the handset cord and the phone cod to the phone (Figure B). For the correct connection assignment refer to the Chapter "Connecting the Office 60", page 65 resp. "Connecting the Office 60IP", page 66
- Insert the phone into the stand rest horizontally (Figure C-1) and slide downwards (Figure C-2).
- Unscrew the cams for holding the handset (Figures D-1 to D-3).
- Insert the handset.



eud-0840/2.0 — I7.6 — 08.2007

Dismantling

Desktop phone:

- Disconnect the phone cord and remove.
- Carefully pull the stand rest away in the opposite direction.

Wall set:

- Carefully slide the phone upwards out of the stand rest.
- Disconnect the phone cord and remove.

Connecting the Office 60

Connections

Telephone connection

Connecting the handset

Connecting your phone to the system

- Plug the connector on the phone cord on the underside of the phone into the socket with the phone symbol.
- Desktop installation only: To relieve the strain on the cable feed the cable through one of the cable guides on the stand rest.
- Plug the other end of the cable into the phone socket outlet.
- Set channel selector switch on the underside of the phone. Contact your system administrator for more information.

Logging your phone on

Your system administrator has to prepare the system before you can log on your phone.

eud-0840/2.0 — I7.6 — 08.2007

Connecting the Office 60IP

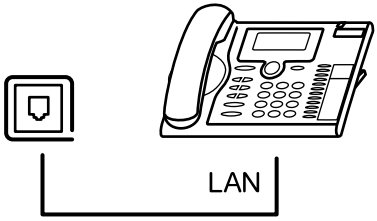
Connections

LAN — Connecting to the IP network

Connecting the handset

Connecting the power supply

Note:
Your system administration will take care of the IP addressing and the commissioning of the phone. The IP addresses and other information about your phone is available in the setting mode.



Connecting your phone to the LAN

This phone communicates via the same connection as your PC (IP network / LAN). This means you do not need a special phone connection. Ask your system administrator if you have any doubts about your phone's connection.

- Connecting the LAN cord (not included in the scope of delivery) to a LAN socket.
- Plug the connector at the loose end on the underside of the phone into the LAN socket.
- Desktop installation only: To relieve the strain on the cable feed the cable through one of the cable guides on the stand rest.

Connecting your PC to the LAN

If required, you can connect your PC or another LAN device to the phone, for example a printer.

- Connecting the LAN cord (not included in the scope of delivery) to the PC's network socket.
- Plug the connector at the loose end on the underside of the phone into the PC socket.
- Desktop installation only: To relieve the strain on the cable feed the cable through one of the cable guides on the stand rest.

eud-0840/2.0 — I7.6 — 08.2007

Connecting the power supply

If your LAN supports Power-Over-Ethernet (PoE), the phone will be powered via the LAN cord and you will not require a power adapter.

If your LAN does not support PoE or if you have installed a switch between the LAN and the phone that does not support PoE, you will need the optional power adapter to power the phone.

Note:
Only use the optional original plug-in power adapter.

- Plug the round connector of the power cord on the underside of the phone into the power socket.
- Desktop installation only: To relieve the strain on the cable feed the cable through one of the cable guides on the stand rest.
- Connect the power supply to the mains.

Logging your phone on

Your system administrator has to prepare the system before you can log on your phone.

eud-0840/2.0 — I7.6 — 08.2007

A

Absence key 3, 30
Accessing the menu 16
Activate / deactivate DTMF mode 39
Activating/Deactivating a Discreet Ring 42
Announcement 50
Answer the pager 41
Answering a Call 9
Answering a General Bell 42
Answering Call Waiting 25
Audio 46

B

Brokering 28

C

Call duration 9
Call Forwarding on No Reply 32
Call Forwarding Unconditional 30, 31, 33, 34
Call key 3
Call list 22
Call waiting 50
Call waiting on an internal subscriber 25
Changing the PIN 49
Charges 9, 27, 40
Clearing a Key 55
CLIR 43
Communication system 50
Conference Call 29
Configurable Keys 3, 55
Configuring Keys 54
Configuring the DTMF mode 48
Configuring Voice Mail 53
Connect 29
Connecting the phone 65, 66
Connecting the power supply 67
Connecting your IP phone to the LAN 66
Connecting your PC to the LAN 66
Connecting your phone to the system 65
Connections 65
Correcting your Input 15
Correction key 2
Creating a New Phone Book Entry 51

D

Deflect a call during the ringing phase 36
Deflection 36
Deleting a phone book entry 52
Desktop phone 63
Dialling 8
Dialling by Name 19
Dialling from external phone books 21
Dialling from the Call List of Answered Calls 22
Dialling from the Call List of Unanswered Calls .22
Dialling from the phone book 20
Dialling with a Configurable Key 23
Dialling with Redial 23
Dialling with the Phone Number 10
Digit keys 14
Dismantling 65
Display 13, 46
Display contrast 46
Display symbols 4
Disposal 5
Do not disturb 50
Document information 6
DTMF Mode 39
DTMF mode 39, 48

E

Editing a Phone Book Entry 52
End key 3
Ending a Call 9
Enquiry Call During a Call 28
Enters digits 14
Enters letters 14
Environmental influences 5
Equipment provided 62

F

Finding by paging system 41
First-Time Operation 61
Formulating Functions 56
Forwarding 30, 50
Forwarding a Call 30, 31
Forwarding a Call on No Reply 32
Forwarding to a message 34
Forwarding to Voice Mail 33
Foxkey 2, 14
Foxmenu 2
Foxmenu key 13
Function Commands 56
Function key 55
Function MCID (Malicious Call Identification) ...43

G

GNU licence provisions 59

I

Installation 61
Intended Purpose 6
Intrusion 50
IP connections 66
IP settings 57

eud-0840/2.0 — I7.6 — 08.2007

K

Key block 2

L

LED 2, 17
Liability 60
Local settings 57
Lock 34
Logging the IP phone 67
Logging your phone on 65
Loudspeaker key 3

M

Maintenance 5
Making a Call 8
Making a call on a third-party phone 40
Malfunctions 59
MCID 43
Menu-Guided Navigation 16
Microphone key 3
Mounting the phone 63
Moving the Cursor 15
Muting the Microphone 11

N

Navigating with the navigation key 16
Navigation key 2
Not configured 59
Number key 54

O

Open listening 11
Open Source Software 59
Operating elements 2
Options 62
Organizing an Absence 30

P

Pager 41
Park 30
Personal greeting 53
Phone book 20, 21
Phone book key 3
Picking Up a Call 38
PoE 67
Pressing a Key 13
Private call with PIN 27
Protection 50

Q

Quickdial 19

R

Read Text Messages 38
Receiving an Announcement 27
Redial 10, 23
Redial key 3
Reject 36
Reject a call during the ringing phase 36
Remote control 44
Requesting a Callback 24
Resetting activated features 17
Ringing melody 47
Ringing properties 47
Ringing speed 47
Ringing volume 47

S

Safety Information 5
Selecting the Language 48
Send text messages 37
Set the ringing volume 46, 47
Setting the display 46
Setting the Ringing Properties 46
Setting up the phone 63
Signals 17
Software dependency 60
Starting an Announcement 26
Store a function under a key 55
Store a phone number under a key 54
Supplementary features 18
Suppressing your call number 43
System dependency 60

T

Text mode 14, 15
To answer the callback request 24
Tracking a Malicious Call 43
Transferring a Call Partner 29
Troubleshooting 59
Trying to register 59

U

Unlock 35
Upper and Lower Case 15
User information 5
Using the Display and Operating Elements 12

V

Voice Mail 33
Volume/cursor keys 3

W

Wall mounting 64
Write-on labels 3

Declaration of Conformity

Aastra Telecom Schweiz AG hereby declares that the equipment Ascotel® and Ascotel® IntelliGate® and the accessories there to comply with the basic requirements and other relevant stipulations of Directive 1999/5/EG.

You will find the complete text of the declaration of conformity and other documents for this device and the telecommunication systems Ascotel® and Ascotel® IntelliGate® under:

http://www.aastra.com/docfinder

Ascotel® and IntelliGate® are trademarks of Aastra.
Technical modifications and product availability subject to change without notice.
Copyright © Aastra Telecom Schweiz AG

CE

eud-0840/2.0 — I7.6 — 08.2007

AASTRA